

# Draft

# MINUTES

## Verdugo Hills High School ESBM Governance Council

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*Date | time* 1/19/2016 3:32 PM | *Meeting called to order by* Holly Campbell, Co-Chair

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### In Attendance

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Holly Campbell (Co-Chair), Dr. Edward Trimis (Co-Chair), Will Reinhart (parliamentarian), Paul McGlothlin, Daryn McCrary, Kurt Berg, Carlos Santoyo. Meeting presided upon by Holly Campbell. There is no elected secretary.

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### Approval of Minutes

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The minutes from the last meeting were not available. They will be approved at the next meeting (Feb. 2, 2016)

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### Status of Meeting

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This was an unofficial meeting because there was not a quorum. There were no official motions. In attendance was the two Co-Chairs, 4 teachers, and 1 classified staff member. Absent were 3 teachers, 5 parents, and 1 student. There were 8 people in the audience including two staff members/committee presenters, the Local Options Oversight Committee, a UTLA representative, a Local District north East Representative, and a community member.

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### Principal's Report/Old Business/New Business

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Principal Dr. Edward Trimis presented his report.

E-Cast process (enrollment predication) begins at the end of January. Budget Development begins after E-Cast. Budget from 2015-16 impacts the budget projection for 2016-17 so current efforts to recoup monies lost from an error in Norm Day information is critical. Principal will present a budget report at the next meeting.

#### Old Business

- Class size reports will be posted ASAP for Terms A/B and Friday for Term C.
- Budget news in New Business

#### New Business

- E-Cast and Budget Development begins soon.
  - Focus this week has been on balancing classes and ensuring students (especially seniors) are in the proper classes.
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### Committee Reports

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#### Committee reports

- *Assessment* (no report)
- *Budget*: Committee does not have budget information to make decisions because of budget shortfalls from 2014-15 and 2015-16. Committee discussed exploring exiting per pupil budgeting (needs summary of pros/cons). There was an increase in Title 1 funds due to a correction in the percentage of approved meal applications for last year, but these funds were needed to cover positions lost due to lower than expected

enrollment. Principal was told on Dec. 14 (evening) that ADA calculation was corrected by the district (from 69-72% to 94-96 %), but because student numbers were low, the budget was still severely impacted. Principal decided not to displace teachers at that late date (day before Winter Break) and find funds instead. Goal is to develop and follow an accurate budget for the year without surprises.

- *Professional Development*: Committee presented some requested changes to the PD Calendar including switching an ESBM Committee Meeting with a Department Meeting, switching a technology training with a special education accommodation training, and changing one date from department meetings to a Restorative Justice training. The Foster youth training needs to be rescheduled as well.
- *Curriculum*: Committee wants to develop a course catalogue and post this on the website after getting information from each department. The committee will ask Department Chairs to post their offerings. The group discussed putting together a spreadsheet of all courses offered in the year before the year begins (all 4 terms).
- *Staffing*: Committee would like Verdugo to hire a secretary to take minutes and post them each month. There was a lengthy discussion (30-40 minutes) about whether this should be done, if it was possible to use funds in this way and what specific challenges there are to this idea. It was pointed out that the Personnel Commission guides hiring for classified staff and their job descriptions and we have a limited number of available staff. There were some questions and frustration from some as to why the budget challenges seem so difficult to work out. One teacher volunteered to be the secretary (not on the council) but other options were presented to paying someone including having different council members record and post the minutes for each of the remaining meetings or recruiting someone to record and post the minutes such as the student on the council.
- *Calendar and Bell Schedules* (No report due to lack of time. Testing and other calendar dates will be submitted for approval at the Feb. 2 meeting)

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## Announcements

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WASC Visit is April 6, 2016.

Reminders were made regarding what was needed for the next meeting:

1. A Budget Report/summary
2. Class Enrollment Report for terms A, B, and C
3. Research done on how/if a secretary can be hired.

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## Next Meeting

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2/2/2016 3:45 PM, Library

Motion to adjourn was made at 5:30 p.m. and was passed unanimously.